



DEPARTMENT OF SOCIAL SERVICES

Office of Energy Assistance
206 W. Missouri Ave.
Pierre, South Dakota 57501-4517
(605) 773-3668 or (605) 773-3766
SD Toll Free 1-800-233-8503
FAX (605) 773-6657

2004-2005 HEATING SEASON

MEMO TO: New Energy Suppliers

FROM: Office of Energy Assistance

SUBJECT: Low Income Energy Assistance
Energy Supplier Agreement

This is the agreement to participate in the Low Income Energy Assistance Program. The agreement expires September 30, 2005.

Please complete the top portion of the agreement listing your name, address, phone and FAX number and sign the agreement. When the agreement is processed, a copy will be returned to you.

Also available is the Direct Deposit Enrollment form. Vendor payments will be directly deposited for the upcoming heating season. The completed enrollment form for direct deposit must be returned with the Energy Supplier Vendor Agreement.

(Detach Here)

REQUEST FOR BILLING SUPPLIES

Vendor Name _____ Vendor # _____

Vendor Address _____

Please send _____ Vendor Claim Forms

Please send _____ Address Labels

Please send _____ Computer Claim Form Numbers

The following eligibility notifications are available -- please indicate your preference:

- [] **SS80JS09** Listing of Eligible Clients, heat source, assistance amount, remaining amount, address and account number. Will be issued to all vendors monthly.
- [] **SS80JS46** Same as SS80JS09. Will be issued weekly upon request.
- [] **SS80JS68** Listing of Eligible Clients approved since last notification. Will be issued to all vendors weekly.

ENERGY SUPPLIER VENDOR AGREEMENT

Low Income Energy Assistance Program
South Dakota Department of Social Services

This agreement is made between the Low Income Energy Assistance Program, hereinafter referred to as "LIEAP", and the energy supplier, hereinafter referred to as "vendor."

| | | |
|------------------------|---|-------------------------|
| Vendor Name | Vendor Number | Vendor Telephone Number |
| Vendor Mailing Address | Vendor E-Mail Address | Vendor FAX Number |
| City, State, Zip | Vendor Location (if different than mailing address) | |

In order to receive reimbursement under the South Dakota Low Income Energy Assistance Program on behalf of eligible households:

The Vendor agrees:

- (1) to charge the eligible household, in the normal billing process, the difference between the actual heating cost and the amount of the payment made by the LIEAP;
- (2) not to treat households receiving assistance under the Low Income Energy Assistance Program adversely because of such assistance under applicable provisions of state law or public regulatory requirements;
- (3) not to discriminate, either in the cost of the goods supplied or the services provided, against the eligible household on whose behalf payments are made;
- (4) to maintain client confidentiality;
- (5) not to bill the LIEAP until goods have been supplied or services provided;
- (6) to bill only unpaid home heating costs for deliveries or meter readings during program time frames.
- (7) that they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

The LIEAP agrees:

- (1) to notify the eligible household's energy supplier of the amount of assistance the household is eligible to receive;
- (2) to reimburse the energy supplier in a timely manner after the goods have been supplied or services provided and the energy supplier has submitted a claim form to the LIEAP on behalf of the eligible household;
- (3) to pay claims which are submitted prior to May 15 of the current program year by the energy supplier on behalf of eligible households.
- (4) to notify each participating household of the amount of assistance paid to an energy supplier on its behalf.

This agreement when signed by the vendor and an agent for the Low Income Energy Assistance Program will remain in effect until September 30, 2005. Either party has the option to cancel upon thirty (30) days notification to the other party.

I declare and affirm under the penalties of perjury that the agreement has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

SIGNATURES:

For the vendor:

For the LIEAP:

| | |
|------|------|
| Name | Name |
| Date | Date |

FUEL TYPE -- Circle all that apply:

P = LP Gas W = Wood
F = Fuel Oil C = Coal
G = Natural Gas X = Other
E = Electricity

If Electricity is indicated as fuel type, complete the following:

Monthly minimum charge _____.

Are heat meters available? [] Yes [] No

Rate for Electric Heat

First _____ kWh, per kWh

Next _____ kWh, per kWh

Next _____ kWh, per kWh

Next _____ kWh, per kWh

2. Regular Residential Rate

First _____ kWh, per kWh

Next _____ kWh, per kWh

Next _____ kWh, per kWh

Next _____ kWh, per kWh